

**BYLAWS FOR THE
DENNEY WHITFORD/RALEIGH WEST NEIGHBORHOOD ASSOCIATION COMMITTEE**
(Adopted May 8, 2012)

Article I: Name, Purpose, Location and Boundaries

- Section 1: **Name:** The name of the organization shall be the Denney Whitford/Raleigh West Neighborhood Association Committee, hereinafter referred to as DWRWNAC.
- Section 2: **Purpose:** The DWRWNAC is organized for the purpose of encouraging maximum opportunity for citizen involvement through formal recognition of a group of citizens. These groups provide a basis for a wide range of activities that promote the general livability and welfare of the community, including but not limited to, land use matters such as planning and zoning.
- Section 3: **Location:** DWRWNAC shall meet within the boundaries of the area known as the Denney Whitford/Raleigh West neighborhood as defined as Article I, Section 4 of these Bylaws.
- Section 4: **Boundaries:** Boundaries of the neighborhood association as per the attached map provided by the City of Beaverton.

Article II: Membership

- Section 1: **DWRWNAC Membership**
- A. Any resident, property owner, representative of a commercial property owner, a person or an organization whose principal place of business is within the boundaries of DWRWNAC, who is over the age of eighteen (18) shall be considered a general member.
 - B. No member of the DWRWNAC may make a representation or act on behalf of the DWRWNAC on any matters except as authorized by the DWRWNAC within the guidelines of these bylaws.
 - C. Membership or participation shall not be conditioned in any way upon the requirement of the payment of dues or fees. However, the DWRWNAC may accumulate sources of income to carry out its purposes through other means, including voluntary contributions, projects, grants, subscription to newsletters, contracts and other fund raising projects approved by the membership.
 - D. Membership shall not be limited by race, creed, color, sex, national origin, income or other status protected by federal, state and local governments.
 - E. A high school student government representative who lives within the DWRWNAC boundaries, and who has been appointed by his/her high school to be a member or represents a non-profit organization within the DWRWNAC boundaries

Section 2: **Meetings:**

- A. A minimum of one general DWRWNAC general membership meeting shall be held in October each year. Election of officers and Treasurer's Annual Report shall occur at the October general membership meeting. Time, place and purpose shall be well publicized throughout the DWRWNAC according to the Oregon Public Meeting and Record Laws.
- B. Other DWRWNAC general membership meetings shall be held the following months: February, March, April, May, June, September and October with no meetings during holiday months (November and December) and summer months (July and August).
- C. Regular and special meetings of the Executive Committee shall be held at times and places to be determined by the Executive Committee.
- D. A general membership meeting held on any matter on which the DWRWNAC acts in an advisory capacity to the City Council or to the Planning Commission or other advisory body to the City Council, including but not limited to action by the DWRWNAC on a pending application to the City for a land use permit or land use decision. All meeting notices, minutes and voting shall be in accordance with the Oregon Public Meeting and Record Laws.
- E. Copies of the minutes of general membership meetings shall be forwarded to the Mayor or designee as described in the City of Beaverton's NAC Leadership Handbook.
- F. All meetings shall be conducted using Roberts Rules of Order.
- G. Special committees or subcommittees may be composed of general membership and Executive Committee members, as well as individuals from outside the DWRWNAC, with Executive Committee approval. No special committees or subcommittees shall have authority to act on behalf of the DWRWNAC and must report its findings and operations at a regular general membership meeting or a special Executive Committee meeting. Participation on a special committee or subcommittee shall be through appointment by the Executive Committee or general membership meeting nomination.

Article III: Officers

Section 1: **Officers**

- A. Officers of the organization shall be a Chairperson, Vice-chairperson, Treasurer, Recorder and BCCI Representative and shall comprise the Executive Committee for the NAC.
- B. Officers shall be elected for a one year term at the October general membership meeting either from a nominating committee or by nominations from the floor. There shall be no limitation on the number of terms any officer may serve.
- C. Election of officers shall be held at the October general membership meeting. A current list of the addresses and telephone numbers of all officers shall be kept on file with the City of Beaverton's Mayor's office or designee and with the Chairperson and Recorder of the NAC.
- D. A vacancy of any office shall be filled not sooner than the first general membership meeting following the vacancy.
- E. The Chairperson shall establish an agenda for all general membership meetings and preside at all general membership meetings.
- F. The Vice-Chairperson shall perform the Chairperson's duties whenever the Chairperson is unable.
- G. The Treasurer shall (1) receive funds, (2) keep accurate record of receipts and expenditures and (3) pay out funds only as authorized by the general membership and/or the Executive Committee. The books of the Treasurer shall be open for examination to any DWRWNAC member at the next general membership meeting provided the Treasurer is notified not less than two (2) business days prior to the meeting.
- H. The Recorder shall have overall responsibility for providing written minutes of the proceedings of each meeting of general membership and Executive Committee according to the Oregon Public Meeting and Record Laws when applicable.
- I. The BCCI Representative shall report on BCCI activities and actions to the general membership at each general membership meeting, and to the Executive Committee as requested.

Section 2: **Executive Committee:**

- A. The Executive Committee shall be comprised of the officers of the DWRWNAC: Chairperson, Vice-Chairperson, Treasurer, Recorder and BCCI Representative.
- B. The term of a member of the Executive Committee shall be for one (1) year.
- C. Powers: The Executive Committee shall have general direction and control of the DWRWNAC and in intervals between general membership meetings shall have all the powers ordinarily vested in the association membership.
- D. Duties of the Executive Committee shall include:
 - 1. To transact necessary business in the intervals between general meetings and other business that is referred to it by the NAC.
 - 2. To create standing and ad hoc committees as needed and review the plans and work of these committees for presentation to the DWRWNAC membership.
 - 3. To inform the DWRWNAC membership of the activities of the Executive Committee by reporting at the general membership meetings and through other means as are available and necessary.
- E. Recommendations or other actions of the Executive Committee shall Require a majority vote of those present at the meeting, provided there is a quorum present. A quorum shall consist of at least three members of the Executive Committee present at the meeting.

Article IV: Amendments to the Bylaws

- Section 1: These bylaws may be amended or repealed, and new bylaws adopted by the general membership by a majority vote of the members of the DWRWNAC present at the meeting. Amendments become effective immediately upon adoption by DWRWNAC general membership following review and approval of the Beaverton City Attorney for conformance to the requirements of the City Code.